



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



APR 27 2005

Memorandum:

To: Chief Financial Officers

From: Daniel Fletcher, Associate Director
Office of Financial Management

Subject: FY 2005 Guidance for the Reporting of Deferred Maintenance
Disclosures

The Statement of Federal Financial Accounting Standards No. 6, "Accounting for Property, Plant, and Equipment," requires annual disclosure of the estimated cost to remedy accumulated deferred maintenance on Interior's plant, property, and equipment (PP&E) for both general and stewardship PP&E.

Bureau deferred maintenance information should include a high and low range for maintenance needed to return the asset to acceptable condition for both general PP&E and stewardship PP&E; the high and low estimates should not be equal. Bureaus should also include the same data reported to the Department for deferred maintenance in bureau annual reports, including high and low ranges.

Attached is the Excel spreadsheet to be used by bureaus to enter required deferred maintenance information. The spreadsheet will be placed on the Citrix Server at the following location: *Hyperion Retrieve/FY 2005 Consolidated FS/Deferred Maintenance*. Bureaus should enter their data directly into the spreadsheet at the above location. When bureaus have finished entering their data, they should save the data into a file with the bureau acronym and the date. Each subsequent entry should be annotated with the date the file was updated. Bureaus without access to the Citrix Server may fax or electronically transmit the completed spreadsheet to Charlene Hutchinson, Office of Financial Management (PFM), who will enter the bureau data into the spreadsheet on the Citrix Server. Ms. Hutchinson's fax number is (202) 208-6940.

Bureaus should collect and update FY 2005 deferred maintenance for the period ending June 30 and submit that information to the Office of Financial Management by July 22, 2005 or notify PFM when the information has been entered into the Citrix Server. Due to the compressed year-end timeframes, only material adjustments should be made to deferred maintenance data after August 15, 2005.

Any questions concerning this request should be directed to Charlene Hutchinson, Office of Financial Management on (202) 208-3964.

Attachment

cc: Bureau Deputy CFOs
Bureau Finance Officers
FSGT

FY 2005 Bureau Deferred Maintenance
(in thousands)

Bureau		Type of Deferred Maintenance	Item(s) Covered Note (1)	Condition Category Note (2)	Estimated Range of Deferred Maintenance for 2005				Total		
					General PP&E		Stewardship PP&E		Low	High	
					Low	High	Low	High	Low	High	
BLM	F/S	Financial Statement Estimated Deferred Maintenance									
		Roads Bridges and Trails									
		Irrigation, Dams, and Other Water Structures									
		Buildings (e.g Administration, Education, Housing, Historic Buildings)									
		Other Structures (eg Recreation sites, Hatcheries, etc.)									
		Total BLM				0	0	0	0	0	0
USGS	F/S	Financial Statement Estimated Deferred Maintenance									
		Roads Bridges and Trails									
		Irrigation, Dams, and Other Water Structures									
		Buildings (e.g., Administration, Education, Housing, Historic Buildings)									
		Other Structures (e.g., Recreation sites, Hatcheries, etc.)									
		Total USGS				0	0	0	0	0	0
FWS	F/S	Financial Statement Estimated Deferred Maintenance									
		Roads Bridges and Trails									
		Irrigation, Dams, and Other Water Structures									
		Buildings (e.g., Administration, Education, Housing, Historic Buildings)									
		Other Structures (e.g., Recreation Sites, Hatcheries, etc.)									
		Total FWS				0	0	0	0	0	0
NPS	F/S	Financial Statement Estimated Deferred Maintenance									
		Roads Bridges and Trails									
		Irrigation, Dams, and Other Water Structures									
		Buildings (e.g. Administration, Education, Housing, Historic Buildings)									
		Other Structures (e.g., Recreation Sites, Hatcheries, etc.)									
		Total NPS				0	0	0	0	0	0
BIA	F/S	Financial Statement Estimated Deferred Maintenance									
		Roads Bridges and Trails									
		Irrigation, Dams, and Other Water Structures									
		Buildings (e.g., Administration, Education, Housing, Historic Buildings)									
		Other Structures (e.g., Recreation Sites, Hatcheries, etc.)									

FY 2005 Bureau Deferred Maintenance
(in thousands)

Bureau	Type of Deferred Maintenance	Item(s) Covered Note (1)	Condition Category Note (2)	Estimated Range of Deferred Maintenance for 2005 General PP&E		Stewardship PP&E		Total	
				Low	High	Low	High	Low	High
	Total BIA			0	0	0	0	0	0
BOR	F/S								
	Financial Statement Estimated Deferred Maintenance								
	Roads Bridges and Trails								
	Irrigation, Dams, and Other Water Structures								
	Buildings (e.g., Administration, Education, Housing, Historic Buildings)								
	Other Structures (e.g., Recreation Sites, Hatcheries, etc.)								
	Other								
	Total BOR			0	0	0	0	0	0
	Grand Total			\$0	\$0	\$0	\$0	\$0	\$0

Note (1) Category:

- A - Critical Health and Safety Deferred Maintenance: A facility deferred maintenance need that poses a serious threat to public or employee safety
- B - Critical Resource Protection Deferred Maintenance: A facility deferred maintenance need that poses a serious threat to natural or cultural resources.
- C - Critical Mission Deferred Maintenance: A facility deferred maintenance need that poses a serious threat to a bureau's ability to carry out its assigned mission.
- D - Compliance and other Deferred Maintenance: A facility deferred maintenance need that will improve public or employee safety, health, or accessibility; compliance with codes, standards, laws, complete unmet programmatic needs and mandated programs; protection of natural or cultural resources to a bureau's ability to carry out its assigned mission.

Note (2) Condition Assessment:

- Good - Facility/equipment condition meets established maintenance standards, operates efficiently, and has a normal life
 - Fair - Facility/equipment condition meets minimum standards but requires additional maintenance or repair to prevent further deterioration, increase operating efficiency, and to achieve normal life expectancy
 - Poor - Facility/equipment does not meet most maintenance standards and requires frequent repairs to prevent accelerated deterioration and provide a minimal level of operating function. In some cases that includes condemned or failed facilities.
- Based on periodic condition assessments, and indicator of condition is the percent of facilities and items of equipment in each of the good, fair, or poor categories.

FY 2005 Bureau Deferred Maintenance
(in thousands)

Bureau	Type of Deferred Maintenance	Item(s) Covered Note (1)	Condition Category Note (2)	Estimated Range of Deferred Maintenance for 2005				Total	
				General PP&E		Stewardship PP&E		Low	High
				Low	High	Low	High		

Note (3)	With recissions								
----------	-----------------	--	--	--	--	--	--	--	--